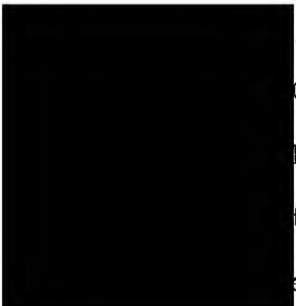



CIA LANGUAGE DEVELOPMENT
AND
LANGUAGE TRAINING

The Agency Language Development Program

In 1965 Mr. Helms, as Deputy Director, requested recommendations from a Working Group on the Agency's foreign language program. Most significant among the recommendations was the establishment of a Language Development Committee whose principal tasks were to work out a practical program of language development and to monitor the program. The present members of the committee are:

	, Deputy Director of Training (Chairman)	
	Chief of Support, DDS&T (Member from DDS&T)	STATINTL
	Deputy Director, Personnel (Member from DDS)	
	t, CS Training Officer (Member from DDP)	
	ef, Operations Group,  (Member from DDI)	STATSPEC

The Chief of the Language School serves as an advisor to the Committee and the Deputy Chief of the Language School serves as its Executive Secretary.

To improve the Agency's language capability, the Committee has done the following:

- a. Composed an Agency regulation which established a mechanism to compare language requirements with language assets. Each year Agency components review and update a record of positions which require language skills of the incumbents. These are

recorded in the computer-controlled Language Control Register and compared with the tested skills of incumbents of the positions.

- b. Established a more accurate inventory of language skills. The Language Qualifications Register now shows the tested language skills of Agency staff employees. At present there

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██████████ speaking skills in 71 languages.

- c. Encouraged language training, domestically and abroad. There has been since March 1971 a language incentive program which pays cash awards to certain Agency personnel for developing new skills in designated incentive languages. Each Directorate establishes its own list of incentive languages based on its priorities. The regulation also permits Chiefs of Stations abroad to pay for the cost of language instruction for employees and wives.

Next 2 Page(s) In Document Exempt

The CIA Language School

The missions of the School are to

1. Provide all internal foreign language training and monitor component language training.
2. Provide special foreign language and English language training in support of operations.
3. Conduct the Agency's language proficiency test program.
4. Provide guidance and support to the Language Development Committee.

A Comparison With Other Government Language Schools

	<u>CIA</u>	<u>FSI</u>	<u>DLI (EC&WC)</u>	<u>NSA</u>
Number of Languages Taught	22	40-45	37	18
Staff and Faculty (est)	100	160	850	80
Number of Students Annually (est)	800	2,000	5,200	600

Languages Taught in CIA School

Arabic	Polish
Chinese	Portuguese
French	Romanian
German	Russian
Greek	Serbo-Croatian
Indonesian	Spanish
Italian	Swedish
Japanese	Thai
Lao	Turkish
Persian	Vietnamese
English	

Language School Methods and Facilities

Method. Like the FSI and the DLI, the Language School uses native-speaker instructors under conditions of intensive contact with the target language. The maximum class size is six students, while the average size runs to three or smaller. Full-time students normally have five to six hours of daily contact time and spend roughly two hours in the language laboratory. Students are also supplied with a cassette recorder and tapes in cassette form for home study. Below is a typical classroom.



Language Laboratories. The Language School operates two language laboratories:



A 36 position lab in the Chamber of Commerce Building and a 10 position lab in the Headquarters Building (1D1609) equipped with cassette recorders.

Language School Library. Has foreign language newspapers and magazines, language and area books for students, a professional materials collection for linguists and teachers, a reel-to-reel tape collection for loan, and a cassette tape collection with over 10,000 cassettes in 27 languages for loan to students and any other Agency employee.

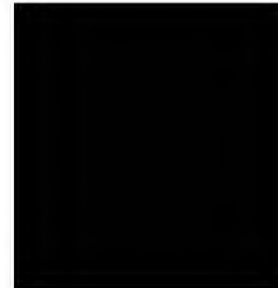


The Language School in Brief

Staff Employees (on duty)

Contract Employees (on duty)

Full-time employees
Regular part-time employees
When-actually-employed
Independent contractors



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Number of Classrooms (including 2 at Hqs.) 59

Laboratory Positions 50

Chamber of Commerce 36
Headquarters 10
[Redacted] 4

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Languages Offered 21

Number of Courses 66

Number of Students Currently in Training (14 April) 102 full-time
186 part-time

Number of Classes Currently Running (14 April) 43 full-time
49 part-time

Number of Students in CY 1971 801

Number of Classes in CY 1971 251

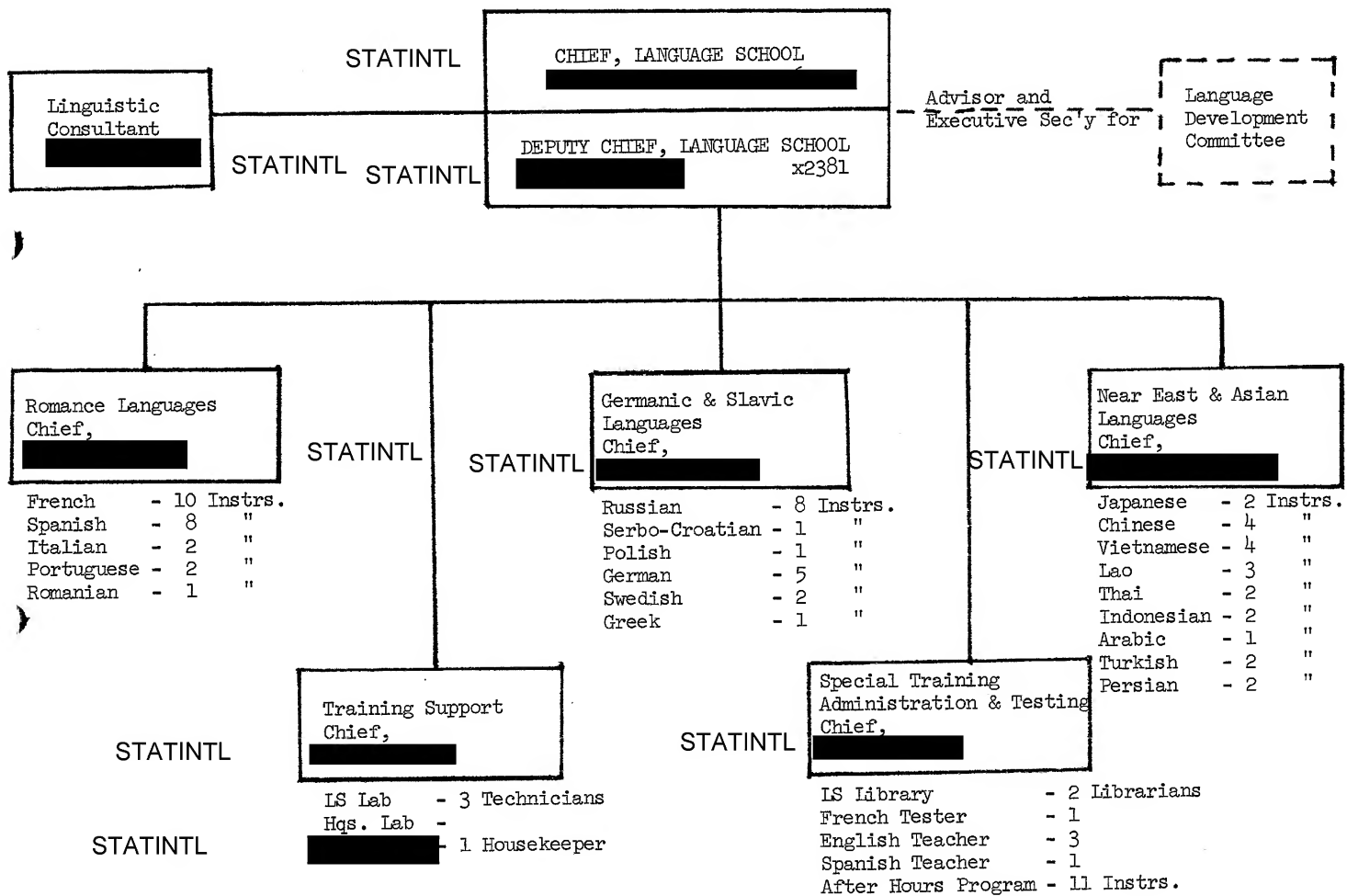
Number of Proficiency Tests Administered in CY 1971 1219

Language School Budget -- FY 1972

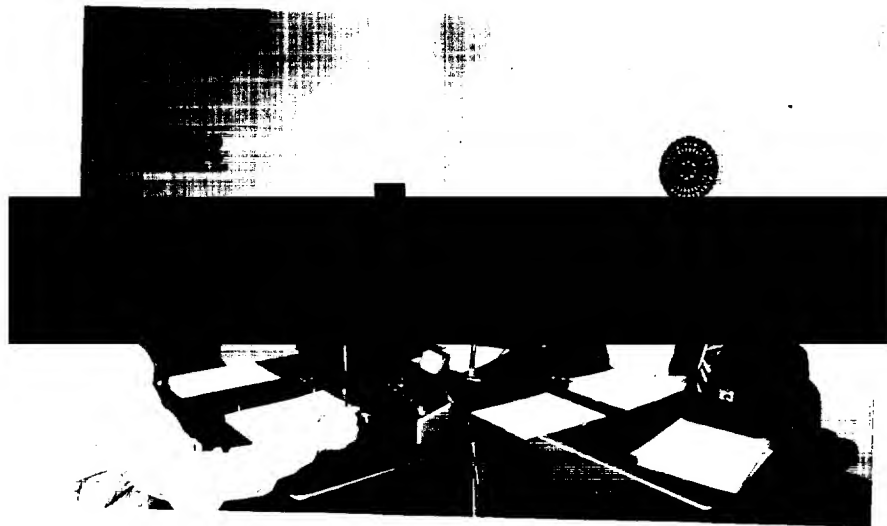
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Contract Personnel
Staff & Operating Costs





Recording Studios. The Language School records many of its own laboratory tapes, most of which are supplements to materials obtained or purchased elsewhere. However, we do record basic course materials when the basic text was prepared by our own staff.



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A department chief and two native Lao instructors recording a series of 130 Lao tapes, recently completed.

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[REDACTED] which is used primarily for "total immersion" language training purposes. Normally, each full-time language class will spend two, 2½ day sessions during the advanced phase of the course. The students are on their honor not to use English at any time during their stay [REDACTED] This exercise is extremely useful in building fluency and confidence after a student has a foundation on which to build.

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Special Language Training Programs

The Before-and-After-Hours Language Training Program (BAHLT) offers off-duty first- and second-year basic language instruction in French, German, Russian, and Spanish for employees who are unable to attend language classes during working hours. Instruction is given by Language School instructors and other qualified Agency employees. During the 1971-1972 forty-week term 128 students were enrolled in 11 classes.

Clandestine Service employees who have reached a professionally useful level of language proficiency are eligible to enter the Clandestine Service Maintenance Program, which offers employees an opportunity to maintain or enhance existing proficiencies. Off-duty classes are held at Headquarters two hours a week on a continuing basis. The number of students and classes vary, but average about 45 students in eight to 10 classes.

Certain students who are unable to enter Agency premises are given Special Training at outside locations. Typical cases are covert agents who must learn a foreign language or defectors and their families who must learn English in the resettlement process. In FY 1971 27 special students were given instruction in seven languages. Additionally, English instruction was provided for a group of 21 Chinese-speaking employees of a special project.

Approximately 200 employees are engaged in self-study language training by borrowing language texts and cassettes or reel tapes from the Language School Library.

External Language Training

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When internal or government schools cannot conduct the required training, commercial language schools, academic institutions, and other private organizations are used.

More than 30 Agency employees were engaged in external language training domestically in 1971. During this same period we also had 20 employees enrolled in the FSI overseas programs.

Language Training of Personnel Assigned Abroad

Our latest complete report of overseas language training (CY 1970) shows that 560 persons were engaged in language training in the field in 38 languages. In 102 of these cases the employees paid for their own training.

Language Proficiency Testing

The Language School serves the Language Development Program by providing reliable language proficiency evaluations through standardized tests which have been developed in the School. There are six proficiency levels which may be briefly described as follows:

- 0 - No practical use of the language
- 1 - Courtesy level; able to meet the language needs of a tourist
- 2 - Conversational level; able to cope on the economy
- 3 - Minimum professional level; able to handle Agency business without an interpreter
- 4 - Full professional level; able to handle the language in all situations
- 5 - Educated native level

Approximately 1300 tests are given each year, each test taking about two and one-half hours to complete. The Agency has a testing capability in 41 languages. In certain languages where the Agency has no qualified examiners, the employee may be tested at the Foreign Service Institute, if security permits. In languages in which neither the Agency nor the FSI has a testing capability, the examinee is given a self-evaluation questionnaire to determine his proficiency level.

Language Training Liaison

The Chief, Language School is a member of the Interagency Language Roundtable, which meets monthly to discuss both managerial and substantive language questions. In this forum, we have contact with language training representatives of the FSI, DLI, NSA, AID, HEW, USIA, FBI, Peace Corps, Bureau of Indian Affairs, as well as the private Center for Applied Linguistics. Direct liaison and exchange of materials is maintained actively with FSI, DLI, and NSA and to a lesser extent with others mentioned above. We have made a deliberate attempt to contact and evaluate the local commercial schools recently.

Publications

Language Highlights is a publication of the Language School designed to stimulate interest throughout the Agency in foreign languages. Two issues have been published to date -- at approximately six month intervals. Copies are attached for your information.

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